PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# **INVITATION TO TENDER**

**PROCUREMENT SUBJECT:**

**Coordinator for environmental planning and ICZM System and Audit Scheme Testing - Transboundary CAMP Otranto Project**

Simple Procurement 18/2023

Split, September 2023

**1. GENERAL INFORMATION**

 **1.1. Client information**

 **Name:** Priority Actions Programme Regional Activity Centre – PAP/RAC (hereinafter: the Client)

**OIB:** 27788012253

**Registered office** - **address:** 21000 Split, Kraj Sv. Ivana 11

**Telephone number:** +385 (21) 340470

**Website:** [www.paprac.org](http://www.paprac.org)

1. **Contact person:** Inquiries regarding the content and format of the Tender can be directed to the individual responsible for liaising with potential Tenderers, Marina Marković
e-mail: marina.markovic@paprac.org
2. **Procurement type:** Simple procurement
3. **Estimated procurement value:** The estimated procurement value is EUR 4,800.00, excluding VAT
4. **CPV:** 90712000-1
5. **INFORMATION ON THE PROCUREMENT SUBJECT MATTER**

**2.1. Background information on the CAMP Otranto project**

The proposal of a transboundary CAMP Project for the Otranto Strait area (hereinafter referred to as CAMP Otranto or Project) was launched as a part of the Coastal Areas Management Programme (CAMP) launched in 1989, which falls into the Mediterranean Sea protection activities undertaken by the Contracting Parties (CPs) to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean (so-called Barcelona Convention).
The CAMP, coordinated by the Priority Actions Programme Regional Activity Centre (PAP/RAC) under the supervision of the United Nations Environment Programme/Mediterranean Action Plan (UNEP/MAP), focuses on the implementation of coastal management projects in pilot areas located across the Mediterranean.

The Feasibility Study (FS) for the transboundary CAMP project for the Otranto Strait area, prepared in 2019 allowed us to identify the priorities and the main strategic objectives and activities of the CAMP Otranto. These were confirmed both by the national authorities of the two countries and the representatives of the Contracting Parties (CPs) at the 21st Ordinary Meeting of the Contracting Parties of the Barcelona Convention (Naples, Italy, 2-5 December 2019). That allowed us to proceed to the next step towards the implementation of the CAMP Otranto i.e., the preparation of the CAMP Agreement signed in March 2021.

The design of the [CAMP Otranto project](https://camp-otranto.com/) recognizes and incorporates the following fundamental considerations:

* The CAMP Otranto is designed to respond to regional (Mediterranean), national and local priorities, and will operate according to the experiences and realities of the host countries’ legal, administrative, and cultural institutions, and will benefit from the available national and local expertise. UNEP/MAP technical assistance will be targeted to general coordination and to issues in which national expertise and resources require support and supplementary inputs.
* The CAMP Otranto project is based on an integrated approach to the coastal and marine environment and development problems. This means that the project activities will cut across protection and development problems, harmonize public sector priorities and private sector pressures, and provide an integrated strategy for the common goal of achieving development in the region within a sustainable management policy framework.
* Consequently, the CAMP Otranto project, far from compromising development objectives, aims to incorporate the principles of sustainable development and integrated coastal management in the development process to better articulate resource protection and development objectives.

Within the general objective of testing the transboundary integrated management of coastal zones, by implementing both the ICZM Protocol and the Marine Spatial Planning (MSP), the CAMP Otranto actions aim to:

* Reduce **pollution**, with particular attention to marine litter, on which the project should concentrate the efforts on developing best practices shared among Italy and Albania;
* Improve the sustainability of the **tourism** sector, particularly through the evaluation of selected tourism activities;
* Preserve, protect, and restore the health and integrity of **coastal and marine ecosystems**, in particular in the **existing and potential sites of the Natura 2000 Network**, through examining different Area Based Management Tools (ABMTs) and Other Effective Area-Based Conservation Measures (OECMs), within and beyond national jurisdiction.

The Project will contribute to the implementation of various decisions of the CPs related to ICZM, MSP, biodiversity, and pollution, as well as to other international obligations such as the UN Sustainable Development Goals (SDGs), EU Strategy for the Adriatic-Ionian Region (EUSAIR) and alike.

**The geographical scope of the project** extends across the **Strait of Otranto**, covering the coastal regions of Puglia Region (Italy) and Vlora County (Albania), thereby forming a single complex project area.

* 1. **Description of the procurement subject matter – ICZM SAS**

The ICZM process is a dynamic and collaborative approach aimed at fostering the sustainable management and development of coastal zones. It operates by engaging stakeholders from various sectors, ensuring comprehensive support for the implementation of well-defined management strategies, plans, and programs.

Within the framework of the Transboundary CAMP Otranto project, one of the pivotal activities is the establishment of an **Integrated Coastal Zone Management System and Audit Scheme, or ICZM SAS**. Its core objective is to evaluate and support both public and private activities related to ICZM on a local scale.

Of particular significance are economic activities that actively contribute to ICZM through sustainable resource use and ecosystem preservation. These activities encompass practices like reduced water consumption, recycling, waste reduction, addressing climate change effects through energy-efficient systems, renewable energy, and green technologies, and involving communities in participatory decision-making processes through workshops and consultations. However, participating in economic activities requires a deep understanding of the local context, spanning environmental, cultural, economic, and social aspects.

The voluntary ICZM SAS scheme will assess and support initiatives such as agri-food systems, sustainable tourism, and green ports, effectively certifying adherence to ICZM principles in economic activities.

Envisioned as a recognizable reward mechanism, its influence will extend from the local to the Mediterranean level. As a result, the ICZM SAS label will empower local communities, facilitate sustainable coastal development, and advance the objectives of the Barcelona Convention.

*For comprehensive details about the ICZM SAS process and evaluation steps, please refer to Annex 3, an integral part of this Invitation to Tender.*

* 1. **Team Leader key tasks**

In line with the ICZM SAS evaluation steps, and in close collaboration with the technical experts for the ICZM SAS testing in Albania and Italy, the Client, national project coordinators for Albania and Italy (NPCs), and project partners, the Contractor will execute the following tasks:

1. **Supervise the prioritization process:**

The Contractor will guide the work of technical experts for the ICZM SAS testing in both countries, ensuring that the prioritization of submitted applications aligns with the ICZM SAS guidelines. This entails assessing applications from both public and private entities to determine their alignment with coastal priorities within their respective counties, provinces, regions, or countries. These priorities should be in accordance with recognized local, regional, and national plans, programs, and strategies. Additionally, the Contractor will consider the diversity of activities in coastal zones, giving priority to those with immediate proximity to the sea.

1. **Evaluate the applications:**Drawing upon the ICZM SAS descriptive and qualifying indicators, the Contractor will conduct a thorough evaluation of all applications submitted.
2. **Identify areas for improvement:**

Recognizing that the overall goal of ICZM SAS is to assess, manage, and continually enhance local marine and coastal sustainable management and environmental performance, the Contractor will propose aspects of ICZM SAS methodology that could be improved based on the testing experiences.

1. **Prepare the Final report:**Based on coordination and evaluation activities, the Contractor will create a detailed report, providing an assessment of the evaluation process and its outcomes. If needed, the Contractor will also provide proposals for upgrading/modifying the methodology.

The Contractor will conduct regular coordination meetings with the technical experts for ICZM SAS testing, the NPCs, and the Client to ensure the smooth implementation of the ICZM SAS methodology.

* 1. **Deliverables and Deadlines**

The deliverables and tentative deadlines related to the activities/tasks defined in 2.3 are as follows:

|  |  |  |
| --- | --- | --- |
| No. | Deliverables | Deadlines |
| 1 | **Draft Evaluation Report** | 30 November 2023 |
| 2 | **Final Evaluation Report** | 20 December 2023 |

Please note that the quoted price covers all adjustments to the Final Evaluation Report, provided they are requested by the Client.

**3. ELIGIBILITY OF ECONOMIC OPERATORS (SELECTION CRITERIA)**

**3.1. Technical and professional capacity**

**The Tenderer shall prove it has the following qualifications:**

* + Master's degree in environmental sciences, coastal management, or another relevant field;
	+ At least 2 years of experience in environmental auditing;
	+ Very good command of both written and spoken English.

**For the purposes of establishing the grounds set out in item 3.1. of the Invitation to Tender the Tenderer shall submit the following in his Tender:**

1. **CV(s) of professional(s) to be involved in the implementation of the task**;
2. *Company profile is optional.*

**4. INFORMATION ON THE TENDER**

**4.1. Tender contents and format**

The Tender proposal should contain the following elements:

1. **Tender Sheet**, signed and filled in according to this Invitation to Tender (Annex 1);
2. **CV/ company profile**, in English;
3. **Cost Statement**, signed and filled in according to this Invitation to Tender (Annex 2).

**4.2. Tender format and submission**

Tender offers need to be drafted according to the requirements laid out in the Invitation to Tender.

Tender offers are to be submitted electronically to the following email addresses:

procurement@paprac.org and marina.markovic@paprac.org, with the subject line –
"**Coordination ICZM SAS - CAMP Otranto**".

**4.3. Date, time, and place of tender submission**

Tender offers must be received **by 6 October 2023, 11:00 am CET.**

All offers received after the bid opening deadline will be marked as late and excluded from the procedure.

* 1. **The Tenderer may amend or withdraw his Tender before the Tender submission deadline.**

The amended Tender shall be submitted in the same manner as the original and clearly marked as amended. The Tenderer may withdraw his Tender by submitting a written statement before the Tender submission deadline.

The written statement shall be submitted in the same manner as the original Tender and clearly marked as a statement of Tender withdrawal. Alternative Tenders are not permitted.

* 1. **Tender currency:** Euro (€).

Tender currency shall be expressed in EUR. However, payments can be made in alternative currencies using the exchange rate of the Client’s bank ([OTP bank](https://www.otpbanka.hr/)), valid on the date of payment.

* 1. **Language and script:** The Tender offer shall be drafted in English, using the Latin script.
	2. **Period of validity:** 15 days from the Tender submission deadline.
	3. **Price setting method**

If the Tenderer is registered in Croatia and is exempt from the VAT system, identical values are to be entered in both the "Tender price with VAT" and "Tender price without VAT" fields (as specified in Annexes 1 and 2). The "VAT" field should be left blank.

Tenderers who are not registered in the Republic of Croatia are required to leave the "VAT" field (in Annexes 1 and 2) blank. Additionally, matching values should be provided in both the "Tender price with VAT" and "Tender price without VAT" fields (as specified in Annexes 1 and 2).
However, during the evaluation of Tender offers, the Client will consider the total price inclusive of value-added tax (as specified in Annexes 1 and 2). In this scenario, the Client will cover the VAT expenses.

The Tender price, exclusive of VAT, should include all expenses, including taxes (up to 34% for individual consultants, in accordance with the Croatian Act on income tax), as well as any applicable discounts.

Transport and accommodation expenses associated with the Tender (if applicable) are not part of the included amount and will be covered by the Client as supplementary charges. Any supplementary expenses, such as daily subsistence allowances (DSA) linked to the Tender, should be integrated within the Tender price.

**5. AWARD CRITERIA**

The Tender will be awarded according to the **best price criteria**.

**For the purposes of establishing the grounds set out in item 6. of the Invitation to Tender the Tenderer shall submit the following in his Tender:**

1. ***Cost Statement*** *(Annex 2);*

**6. DUE DATE, CONTRACT AND TERMS OF PAYMENT**

The contract will be in Euro currency (€).

The Client shall make the payments to the Tenderer, based on invoices drawn up by the Tenderer. The invoices shall be issued in the following manner:

* 1st instalment – 80% upon submission of deliverable 1 listed in chapter 2.4 of this Tender and clearance by the Client;
* 2nd instalment – 20% upon submission of deliverable 2 listed in chapter 2.4 of this Tender and clearance by the Client.

The Client shall pay the issued invoices, pursuant to the prices set out in the selected Tender, within 30 days of the invoice receipt.

Any legal entities and natural persons registered in the VAT system and engaged in financial transactions with the Client must issue electronic invoices. The invoices should be produced as e-invoices using the FINA e-invoice service or via the PEPPOL Network.

An advance by the Client is not permitted.

**Due date:**
Envisaged duration of the Contract - **end of** **December 2023.**

**Annex 1**

# Tender Sheet

**Contracting Authority**:

Priority Actions Programme Regional Activity Centre (PAP/RAC), Kraj Sv. Ivana 11, 21000 Split, Croatia

**Procurement subject:**

Coordinator for environmental planning and ICZM System and Audit Scheme Testing - Transboundary CAMP Otranto Project

**Tenderer information:**

|  |  |
| --- | --- |
| **Tenderer’s name and registered seat**  |  |
| **PIN[[1]](#footnote-1)** |  |
| **Bank name** |  |
| **IBAN** |  |
| **SWIFT** |  |
| **The economic operator is VAT-registered** | YES NO |
| **Name, family name and position of a person/persons authorised to sign the public procurement contract** |  |
| **Name and title of the contact person** |  |
| **Mail address** |  |
| **E-mail address** |  |
| **Telephone number** |  |

**Tender price:**

|  |  |
| --- | --- |
| **Tender price in EUR, excluding VAT**  |  |
| **VAT (25%)[[2]](#footnote-2)** |  |
| **Total Tender price, inclusive of VAT (EUR)[[3]](#footnote-3)** |  |

 **Bid validity date:** (at least 15 days after the bid submission deadline)

|  |  |  |
| --- | --- | --- |
| **Date:** |  | **For the Tenderer:** |
|  |  |  |
|  |  | Signature of a legal representative |

# **Annex 2**

# Cost Statement

# Coordinator for environmental planning and ICZM System and Audit Scheme Testing - Transboundary CAMP Otranto Project

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Task description | Unit | Quantity | Unit price in EUR (excluding VAT) | Total price in EUR (excluding VAT) |
| 1. | ICZM System and Audit Scheme Testing services (DEL 1 and 2, as detailed in Chapter 2.4)  | set | 1 |  |  |
| *Tender price in EUR, excluding VAT (total unit amount)* |  |
| *VAT amount (25%)[[4]](#footnote-4)* |  |
| *Total Tender price in EUR, inclusive of VAT[[5]](#footnote-5)* |  |

|  |  |
| --- | --- |
| **Place:** |  |
| **Date:** |  |

|  |
| --- |
|  |
| Full name of the legal representative |
|  |
|  |
| Signature of the legal representative |

1. Or national identification number according to the economic operator’s country of establishment, if applicable. [↑](#footnote-ref-1)
2. Economic operators registered in Croatia who are not part of the VAT system and economic operators registered outside the Republic of Croatia should leave the respective column blank. [↑](#footnote-ref-2)
3. Please refer to the Chapter 4.8. Price setting method. [↑](#footnote-ref-3)
4. Economic operators registered in Croatia who are not part of the VAT system and economic operators registered outside the Republic of Croatia should leave the respective column blank. [↑](#footnote-ref-4)
5. Please refer to the Chapter 4.8. Price setting method. [↑](#footnote-ref-5)